



Job description: Maternity cover- Admin Assistant (P/T) Remote Working

Job title: Admin Assistant (P/T) Remote Working

Responsible to: Director

Purpose of the job: The aim of the role is to run our 'back office' efficiently so that the Treehoppers team can focus on leading and growing our Kindergartens. You will deal with new enquiries, manage waiting lists, spreadsheets & databases and make sure that we keep on top of our admin. You will provide support to the Kindergarten management team, ensuring that the highest level of customer service is provided to our families.

Hours & Salary: Part time, initially 25 hours per week
Monday-Friday.

Hours can be flexible however we are ideally looking for someone who can be available between the hours of 9.30am & 2.30pm.

Contract: March 2025 - **January 2026 (**this may be extended)

Please note this is not a term time post

Safeguarding requirement:

Treehoppers is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main duties:

- Responding to emails, phone calls and enquiries
- Keeping spreadsheets up to date
- Database management.
- Financial support such as invoicing, administration of childcare vouchers and dealing with admin associated with the early years funding
- Maintaining family and account records on the Kindergarten database (Flourish & Tapestry)
- Maintaining accurate and confidential staff, children's and parent's records - particularly

for new children.

- General computer use, accurate use of Microsoft Word, Excel, Google mail/drive
- Assisting with ad hoc requests
- To attend relevant training to keep skills and knowledge up-to-date.
- To comply with the requirements of the General Data Protection Regulation.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person specification

Essential criteria:

1. Proven organisational and admin skills
2. The ability to manage time and workload effectively.
3. Be personable!
4. Capable of working independently and as part of a team.
5. Good written and verbal communication skills
6. IT skills, including use of Microsoft Office, Excel, Google suite.
7. A commitment to promoting an ethos of effective inclusion to all users, visitors, staff and the local community.
8. Willingness to undertake further training related to the role.